

LPB Digital Preservation Planning Project

Project Summary

The goal of this project is to create a digital preservation plan for Louisiana Public Broadcasting (LPB). Since 2009, LPB has participated in the American Archive of Public Broadcasting and created the Louisiana Digital Media Archive, a collaborative project with the Louisiana State Archives. Through these projects, LPB has already digitized over 1,000 hours of its most vulnerable analog tapes. Since these programs tell the story of Louisiana, LPB wants to ensure that these digital files and new born-digital files are preserved for future generations. During this project, the resident will document LPB's current digital workflows and create a digital preservation plan. LPB hopes that the plan will also serve as a model for other small public television stations around the country.

Specific Project Goals and Objectives

- Become familiar with working at a public television station and an audiovisual archive
- Digitize analog tapes
- Create a metadata map between MediaInfo files and PBCore technical metadata fields
- Create a procedure to import the technical metadata and MediaInfo files into the LPB Archive database
- Document LPB's current digital workflows and storage strategies
- Make recommendations for improving the existing digital workflows
- Create a digital preservation plan for the LPB Archive, including migration schedules for the digital files and storage solutions

Project Timeframe and Deliverables

Phase 1 of this project will run from August 2016 – December 2016. During this five-month phase, the resident will become familiar with the work of Louisiana Public Broadcasting (LPB) and document its current procedures for creating and storing digital video files. At the beginning of the residency, the primary mentor and the resident will discuss the LPB Archive and meet with LPB department heads in Production, Engineering, Information Technology, Programming, Educational Services, and Administration. Through this process, the resident will gain an understanding of the unique environment of a public television station and the scope of the work performed at LPB. After this initial orientation, the resident will then meet with the appropriate Production and Engineering staff members to discuss the storage locations and the current digital workflows for three procedures: editing new productions with born-digital material; creating the digital files that are used for on-air programming; and digitizing analog tapes from the LPB Archive. The primary mentor will help schedule these meetings and introduce the

resident to the appropriate staff members. The resident will then document these three procedures by creating a flow chart and a step-by-step guide.

Since Phase 1 depends upon the availability of LPB staff members, the resident will also have the opportunity to complete tasks that will provide them with a better understanding of the workflows they are documenting. For a few days, the resident will digitize analog tapes in order to gain experience and a better understanding of the process. The resident will also be responsible for working with the two to three thousand MediaInfo files in the LPB Archive that list the technical metadata for the digital files created during both the American Archive Digitization Project and in-house digitization. The resident will create a metadata map between the metadata included in the MediaInfo files and the PBCore technical metadata fields that are included in the LPB Archive database. The resident will also work with the Information Technology Manager to create a procedure to import the metadata and MediaInfo files into the LPB Archive database. This process will aid in the creation of the format migration schedule in Phase 2. The resident will also have the opportunity to attend monthly meetings of the LPB Archive team, which consists of the archivist (the primary mentor), the Executive Producer, the Information Technology Manager (additional mentor), and a representative from the Engineering department.

Phase 2 of this project will run from January 2017 – May 2017. During this five-month phase, the resident will create a digital preservation plan for the LPB Archive. In this plan, the resident will have the opportunity to offer suggestions on improving the workflows and storage strategies documented in Phase 1. The plan should also address and make recommendations in the following areas: integrating the creation and verification of checksums into the digital workflows; identifying any additional preservation metadata schemas to incorporate into the LPB Archive database; creating a format migration schedule for LPB's existing digital files; creating a storage migration schedule for the current storage solutions; identifying additional or alternative storage solutions; and identifying grant opportunities to fund the digitization of analog materials and/or the recommendations made in this plan. Following Phase 1, the resident and primary mentor will also discuss any other areas that the resident deems appropriate to explore in the plan.

Resources Required for Project

- 1 Primary Mentor (Bourgeois)
- 1 Additional Mentor (Tooraen)
- 1 Resident
- An office and computer workstation
- Access to LPB staff members

Project Context

Louisiana Public Broadcasting is currently celebrating its 40th anniversary. It is a statewide public television network that operates affiliate stations in six of Louisiana's largest cities: Alexandria, Baton Rouge, Lafayette, Lake Charles, Monroe, and Shreveport. LPB also has a partnership with WLAE-TV in New Orleans. Since it signed on the air on September 6, 1975, LPB has produced award-winning news and public affairs series, cooking shows, educational programs, and documentaries that showcase Louisiana's unique history, culture, people, places, and events. LPB has been a supporter and a participant in the American Archive of Public Broadcasting from the very beginning. In 2009, LPB was one of twenty-two public television and radio stations to participate in the American Archive Pilot Project (AAPP). During Phase 1 of the project, LPB inventoried more than 900 tapes related to the Civil Rights Movement and World War II, the largest output of any station. For Phase 2, LPB digitized and catalogued about 400 tapes, or 225 hours of content. Because LPB's workflow for the AAPP was so efficient and cost effective, it was adopted as the workflow for the American Archive Content Inventory Project (AACIP). Through the AACIP in 2011, LPB completed a comprehensive inventory of more than 18,000 assets, which resulted in the first centralized archival catalog in the station's history. During the American Archive Digitization Project in 2013, LPB was also able to preserve an additional 334 hours of content.

In addition to participating in the AAPB, LPB has also developed its own statewide project, the Louisiana Digital Media Archive (LDMA). In 2010, LPB and the Louisiana State Archives received an Institute of Museum and Library Services National Planning Grant to address the need to preserve and catalog Louisiana's film and video resources across multiple cultural heritage institutions and to provide access to these assets through a common portal, the LDMA. As the lead organization on this project, LPB conducted surveys and focus groups with potential end users and content contributors, which demonstrated the interest, need, and enthusiasm for a digital archive comprised of Louisiana-related videos. LPB also produced best practices guidelines, a database prototype, and a cost analysis of the available digitization strategies. From 2012-2014, LPB completed the creation of a PBCore-based MySQL archive database, designed and programmed the front-end website for the LDMA, started an in-house digitization project, and began cataloging its digitized assets. On January 20, 2015, LPB and the State Archives officially launched the LDMA website, which is available at ladigitalmedia.org.

Even though LPB has built a strong foundation over the past six years, the LPB Archive lacks documentation for its current procedures and a digital preservation plan. LPB recognizes that the long-term management of digital video files presents different challenges from the analog formats of the past, which make them more vulnerable to future losses. While LPB is successfully managing these digital files in the short-term, the resident will bring a fresh perspective that will allow them to analyze LPB's current workflows, find areas that need improvement, and develop a long-term digital preservation strategy. The resident's work will play a critical role in ensuring the survival of all of LPB's current and future digital files.

Required Knowledge and Skills for Residents

- A graduate degree in Library and Information Science or equivalent
- Strong communication skills
- Strong technical writing skills
- Strong attention to detail
- Proficiency in Microsoft Office
- Understanding of XML and metadata schemas
- Understanding of analog and digital video formats

Preferred Knowledge and Experience of Residents

- Understanding of PBCore
- Understanding of MySQL

Post-Residency Project Integration Plan

LPB is committed to implementing the resident's digital preservation plan. After the resident completes the plan, the LPB Archive team will meet to discuss their recommendations. If the resident is still at LPB, they will also be included in the meeting. The team will prioritize the recommendations based on the resources required and create a schedule to start their implementation. If any of the recommendations require a large amount of funding, the LPB Archive team will explore the possibility of applying for the grant opportunities identified by the resident or find alternative sources of funding.

Additional Support

The resident will receive all of the benefits of a full-time LPB employee, including free parking, office space, a computer workstation, an LPB email address, business cards, and access to the LPB Archive database and any other software that is necessary to complete their project. The resident will also be able to use LPB's auditorium for project promotional events, displays, and group meetings, if necessary. LPB will also pay the resident's membership dues for the Louisiana Archives and Manuscripts Association, as well as the registration fee for the annual meeting in November. Depending upon next year's budget, LPB may also be able to provide additional travel assistance for the project. LPB will also provide the resident with advice and guidance in locating affordable housing in the Baton Rouge area.